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Class Specifications  
for the Class:

GROUND AND GENERAL SERVICES SUPERVISOR III

Duties Summary:

Plans and oversees the landscaping and grounds maintenance operations; provides appropriate refuse collection and janitorial services; and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class is responsible for directing the landscaping, maintenance and beautification of public areas surrounding State government buildings, civic centers and other sites. In addition, it is concerned with providing refuse collection service and, in the rural areas of Oahu, janitorial services for State buildings. The size, scope and diversity of the program are such as to require the assistance of several subordinate foremen to direct and coordinate the activities of the work force.

Examples of Duties:

Plans, oversees and coordinates, through subordinate foremen, operations involving such activities as landscaping, grounds maintenance, tree planting and trimming, plant propagation, refuse collection, cleaning of roadways, cemeteries and parking areas, and janitorial services for State buildings in rural areas on Oahu; reviews work reports and inspects and evaluates the work of subordinates; recommends standards relative to work operations and oversees adherence to such standards; approves requisitions for supplies and materials; prepares cost studies for equipment, materials and manpower needed to complete projects; enforce safety measures and practices at work sites; participates in final inspection of projects relative to landscaping and sprinkler facilities; assists in formulating and implementing operational procedures and policies, developing training programs, and preparing budget requests; and reviews, prepares and submits reports.

Knowledge and Abilities Required:

Knowledge of: Propagation, cultivation, planting, pruning

and care of plants, flowers, trees, and lawns; methods of soil preparation for planting; fertilizers and their usage; plant diseases and pests and means of their eradication or control; identification and characteristics of a variety of flowers, plants, trees and shrubs; and principles and practices of supervision.

Ability to: Plan, direct and coordinate the work of a large group of employees through subordinate supervisory staff; plan and lay out landscaped areas; prepare operational standards and reports; instruct employees; prepare budget estimates; and deal effectively with the public and others.

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This is the first specification for the new class GROUNDS AND GENERAL SERVICES SUPERVISOR III.

DATE APPROVED: June 5, 1969

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(Mrs.) EDNA TAVARES TAUFASAU  
Director of Personnel Services